

**COMMITTEE ON ACCOUNTS, ENROLLMENT
AND REVENUE ADMINISTRATION**

June 19, 2007

**Aldermen Pinard, Thibault,
Smith, DeVries, Long**

4:00 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

Chairman Pinard called the meeting to order.

The Clerk called the roll.

Present: Aldermen Pinard, Smith, Long

Absent: Aldermen Thibault, DeVries

Messrs.: Alderman Lopez, K. Buckley, W. Sanders, G. Beloin, S. Wickens,
T. Arnold

Chairman Pinard addressed item 3 of the agenda:

3. Communication from Kevin Buckley, Independent City Auditor,
submitting a proposed Business Expense Policy.

Mr. Kevin Buckley stated okay so the main difference was the sign off by the Mayor on travel expenses which he gets them, he gets the travel itineraries from department heads anyway so all he has to do, him or his designee is sign it and fax it back. And it takes care of that part of the observation and the management letter that McGladry the CAFR auditor just came out with. I raised the amounts up on per diem meals slightly. And then just some clarifications of other points. But, pretty much, is just those three different policies/documents put into one document.

Alderman Smith asked Kevin, can tell me how many department heads go on business trips like conventions and so forth on a yearly basis?

Mr. Buckley stated I would imagine most of them do, for training and conferences. They all have organizations that they belong to and it brings valuable knowledge and experience back to the City.

Alderman Smith stated thank you, that is all I have.

Alderman Long stated couple of questions...One is, once the Mayor authorizes this, who follows up on that? Is it the department head that follows up on it? And in the case, that the director is the one on reimbursements, or on the initial authorization for travel?

Mr. Buckley stated if this policy passes, after a department head, before he travels, he sends his itinerary into the Mayor. The Mayor will sign off on it and it will go back to him or her, and then when they come back from their trip and they submit their documentation to the Finance Department, the Finance Department accounts payable section will pre-audit it and make sure that it's following the policy.

Alderman Long stated and they will make the recommendation to the Mayor with... as far as the reimbursement goes? The Mayor authorizes the reimbursement with the Finance Department?

Mr. Buckley stated he's pre-authorized it when he signed off on it. So then you are going to see very little reimbursement anymore. This is all just to cover his expenses. Everyone is using the new purchasing cards now and trying to pay things up front instead of doing the reimbursement.

Alderman Long stated but in all cases does the Finance Department go through it and give a recommendation to the Mayor, do you know, or just from the director...

Mr. Buckley stated to the Finance Department. The Finance Department audits it and either accepts it or sends it back for...usually it's documentation problems, if it's pre-approved then it's pre-approved.

Alderman Long stated right, very good. Thank you.

Alderman Lopez stated thank you, Mr. Chairman. I wish you had highlighted the changes that you have because it's difficult to read the whole document again in comparison to the other document. It takes a long time. So maybe we can get that when it goes to the full Board to show what the highlight is, the changes. But I would like to go back to Alderman Smith's question in reference to travel and department heads going out and the City pays for it. Is there anything in here that indicates that they shall report back to the Committee or the Board of Mayor and Aldermen or some type of communication as to what they learn to pass on to the Alderman so we have knowledge of what we are paying for?

Mr. Buckley stated no there isn't but they do send the itinerary to the Mayor so the Mayor is aware of what they're going for. But there is no requirement for reporting back of what they learned or anything like that.

Alderman Lopez stated my recommendation would be that there would be some type of communication to the full Board as we are paying \$200 or \$300 for somebody, or even more. In some cases they go...For an example, we had people go to Florida all the time for HTE, but we never know what they've done or what they've learned and what the new system is passed on to the rest of the departments in the city. So I would strongly recommend the Committee take action on that, that there be some type of reporting procedure other than the Mayor. The Mayor is the Mayor, which is Chief Officer, but the problem is that he gets so much, and I think it's important that the Aldermen know that when we send four or five people to Florida, we know exactly what's going on and what it did cost us, and what the requirement is. I would ask the Committee to take a good look at that before we sent this to the full Board. But not knowing what the other changes are in this whole document there is nothing, no words were changed in the documents in reference to "shall" versus "may."

Mr. Buckley stated there may have been some changes like that, I will go through the documents and highlight them for the full Board when it goes there.

Aldermen Lopez stated I was concerned with the vehicle portion passenger forum on page eleven; has that been changed any? I'm trying to recall some conversation in reference to family members. Is that the same as in the last one?

Mr. Buckley stated I would have to look at the last policy. That may have changed. That may have been clarified.

Alderman Lopez stated are you the only one who reviewed this complete form?

Mr. Buckley stated no, I sent out to all of the department heads and we had a lot of back and forth and a lot of changes were made on department heads' suggestions.

Alderman Lopez stated well, I think it's fine but I think we ought to know what all those changes are because sometimes people slip in words from "shall" to "may" and that's how you get in these conflicts when we come later on in the Board. Thank you, Mr. Chairman.

Chairman Pinard stated coming back to Alderman Lopez as far as the vehicles, I think I would like all the Aldermen to have a copy of the vehicles and where they're at. Those that are taken home should know. I think this what we're here for. And as far as the traveling, I brought that up before and I think that whoever

travels should come to the Board of Aldermen when they come back from their trip and report to the Aldermen what they find, because I know we send them there for education purposes, but like Alderman Lopez said before, we know nothing. Just the Mayor knows what's going on. And representing the citizens of the City of Manchester, the taxpayers, I think it's only appropriate that we the fourteen of us would know what's going on. Any further questions on this?

Alderman Long stated actually do we in Accounts...Does this Committee get notice of travel, the expenditure, or do we get it after the fact, or do we get it at all?

Mr. Buckley stated I don't believe you get it all.

Alderman Lopez stated just clarification...The reason for that is the budget's been approved at the beginning for travel and department heads take care of it.

Mr. Buckley stated we get no reports in accounts. I can tell you that right now.

Chairman Pinard stated can that be put under the policies of the Finance that we this Committee get reports?

Mr. Buckley stated I could add that in there.

Chairman Pinard stated thank you very much. Any further questions?

Alderman Long stated if I have a follow up...The only concern would be, for example, if we are looking to expend some money on computers and we've learned there are five people that went out to a computer course. We would be more apt to make a better-informed decision then, do we have anybody trained in this or what have you. So I would think for the Board to know where these travels are, what the courses they're taking, and what they are learning there. Just on a simple report, maybe on a travel line item they could be broke down to come to Accounts, which automatically goes to the full Board. Thank you, Mr. Chairman.

Chairman Pinard asked any further questions? A motion is in order.

Alderman Long stated just what Alderman Lopez has mentioned...Are you going to be able track changes and show us?

Mr. Buckley responded yes, I will do that.

Alderman Long stated so whatever was changed will be...

Chairman Pinard stated any further from the Committee? If not a motion is in order.

On motion of Alderman Smith, duly seconded by Alderman Long, it was voted to accept the report with the changes specified by Alderman Lopez and Alderman Long. Alderman Long duly seconded the motion. There being none opposed, the motion carried.

Chairman Pinard addressed item 4 of the agenda:

4. Communication from William Sanders, Finance Officer, submitting the City's monthly Financial Statements for the eleven months ended May 31, 2007.

Mr. William Sanders, Finance Officer, stated just a couple points...At the bottom of the cover letter that I sent to you dated June the 12th I mentioned that I would be providing you with a somewhat more precise estimate of the year end surpluses on the revenue and the expenditure side at tonight's meeting. So I just very quickly wanted to walk through a couple of numbers, if I could. First of all, we're currently estimated that we will have a revenue shortfall for year of about \$1.3 million. The actuals compared to our budget. Obviously this is an estimate. Things could still improve here over the next couple of weeks, but right now that's our estimate. The shortfall is basically comprised of lower auto registration fees where you expect to be \$650,000 lower than budget on auto registration fees. Our parking fund, it will generate about \$475,000 less than we originally expected. And then primarily School Charge Backs are the third category. There will be a couple hundred thousand dollars lower than we originally anticipated. So that will be the \$1.3 million shortfall on the revenue side. On the expenditure side we right now are projecting a surplus of about \$2.4 million. So net/net, we expect to have a net surplus of revenues less expenses of \$1.1 million. So under the current rules, assuming these estimates ultimately came about as we currently estimate them, we would put \$550,000 into the rainy day fund and \$550,000 would fall to fund balance and be used to reduce taxes. Three other items I just wanted to mention. In addition to these surplus I just mentioned, we also anticipate having about a \$300,000 surplus in the Health Care expenditure line item. And under ordinance we would be putting that into the Health Care reserve fund. Currently there's about \$500,000 in the Health Care reserve fund, so that will go up by \$300,000 based on our current estimates. We also expect to have to have about \$300,000 estimate in the Workers Compensation line item. I can't say how much of that will go into workers comp reserve because we have to have an actuarial evaluation done at each June 30th to whatever the actuary tells us what they think our liability is and if we're fully funded, which we were last year, that \$300,000 would pass on to the General Liability Insurance reserve and we probably will need some money

in that account at the end of this year, because we will have a deficit of about \$185,000 in Comprehensive General Liability. So overall we should have a surplus for the end of the year in the General Fund as well as in the Health Care reserve work and Workers Comp.

Chairman Pinard asked any discussion from the Board?

Alderman Long stated thank you Mr. Chairman. Now these are new figures you gave us are ending May 31st?

Mr. Sanders stated no we've actually worked here in the last week to try to take a look at as current as we can be, so I would say that these are probably maybe Thursday/Friday information.

Alderman Long stated okay very good, thank you.

Alderman Smith stated thank you Mr. Chairman. I've noticed the City Solicitor's office, and you didn't mention it. Under "Recognized" it's over twenty five percent. It looks like they're short in the balance \$331,000. This is on page three.

Mr. Sanders stated yes that's correct. They are over budget. I don't actually know the answer to that question.

Mr. Guy Beloin stated the budget data is included at the departmental level also. The CGL and Workman's Comp line items that were on page one are mixed in at the department level. That's why the department looks like it's overspent.

Alderman Smith stated thank you.

Alderman Lopez stated I want to go back...Mr. Sanders, you said \$500,000 would go into the rainy day fund and \$500,000 into the Fund Balance. Is that correct?

Mr. Sanders stated yes, based on our current estimate of \$1.1 million, that's correct.

Alderman Lopez stated the Mayor has put in \$750,000 in the fund balance for going into a late budget, his budget. What happens to that? Is that going to increase the taxes?

Mr. Sanders stated well certainly our \$550,000 is less than the \$750,000 that the Mayor has in the budget for next year. I would caution that we haven't closed the books yet and we still have to go through an audit and there is still opportunities for things to improve somewhat, but if this turned out to be perfectly correct, yes,

that shortfall of \$200,000 would have to be corrected when we file our accounts with the DRA in November.

Alderman Lopez stated for the record I think when we went to the DRA we took out \$2.7 million back in the '07 budget when Finance went up to about \$2.7 million and the parking meters, just for the record, was \$1.25 million. And auto registration at that time was \$300,000 and expired meters was \$400,000. So I think there's something wrong there to estimate all that revenue going into the 2007 budget. So all that was taken out and now at the same time we're short more money on the revenue side.

Mr. Sanders stated that is correct.

Alderman Lopez stated so I think what needs to be done in the future is actual revenues be given to put a budget together because I know that the only changes to the 2007 budget was approximately \$650,000 which one Alderman recommended and I recommended the other for revenue that's never materialized. When all that was taken up, all the revenue numbers were the Mayor's numbers, it went into the budget. I want to get that on record because it's very important that these numbers were inflated in order to come in at a low supposed tax decrease for the 2007 budget. And as I noticed looking at all the departments, as you indicated are short revenue, besides the Building Maintenance and some of the other they estimated too much revenue. I hope that's not the same case as the 2008 budget and as we work on the 2009 budget. I think we have to get a handle on true revenue instead of inflated revenue that has been given. I just wanted to bring those couple things out to the Committee that in moving forward, \$2.7 million was taken out of the 2007 budget and now we have to take more money and make up the revenue that departments weren't able to make. So there is a point of no return that we can keep charging people and we're not going to make it. So it's easy to say you're going to pay \$20 and people are not going to pay \$20 and at the same time, with the economy the way it is, people are not buying new cars in order to make revenue for us. I want to bring that point to everybody's attention. Thank you.

Alderman Smith stated thank you, Mr. Chairman. Just a follow up...Bill, on the revenues, Unrecognized is over twenty-six percent and one figure that really bears out is the Manchester Economic Development Office. The percentage Unrecognized is seventy-three percent, so getting back to Alderman Lopez's question that I think either we're not doing any economic development or else we are over-inflating our revenues. This is staggering data. The modified budget was two sixty-four; revenue recognized seventy-one thousand. They're short one hundred ninety-three thousand plus. So apparently if I'm looking at this, there is not economic development going on in the City.

Mr. Sanders stated I can't speak exactly to what the \$190,000 is. We can get some information to the Committee on that. A fair amount of the revenues that you see here are year-end transfers like the Parking Fund transfer and some of that. So that will come over and some of the charge backs to the schools don't get processed until late in the fiscal year, so some of those payments... So that twenty-six percent that you're looking at in the lower right hand corner is a large figure but it is largely explained and we believe that of that \$12,100,000 that we're looking at there, we should collect all but \$1.3million of it eventually.

Alderman Smith stated thank you.

Alderman Long stated so Mr. Sanders what you are saying is this twenty-six percent, if all works well, we'll be at a three percent.

Mr. Sanders stated yes it would be... We would expect of the \$46 million that we originally budgeted for this year, \$46.5 million, that we will collect about \$45.2 million of that in the next two weeks or shortly thereafter.

Alderman Long stated and a lot of it is the back charges?

Mr. Sanders stated yes there is charges to the schools; there's the parking transfer; that we still have to do. Yes.

Alderman Long stated okay, and just if I may, Mr. Chairman, just to go back to Alderman Smith's City Solicitor's, the twenty point ninety seven percent. What was the explanation on that again?

Mr. Sanders responded absolutely. On page three, which is where Alderman Smith was looking, the City Solicitor's office includes the Risk Management Department and part of the Risk Management budget has... We've had some substantial payments for Comprehensive General liability; we've lost a couple of suits this year that we had to pay damages for. I think that was in excess of \$200,000. That also has Workers Comp experience in it, so it's not specifically related to the City Solicitor's department, but the Risk Management, the insurance agency, is under the City Solicitors, so it's showing up there on page three.

Alderman Long stated okay now is there a breakdown in some of these where can see that difference?

Mr. Sanders stated give me a minute.

Alderman Long stated between what's actually City Solicitors and Risk Management.

Mr. Sanders stated if you turn back to page one and in the middle of the page under what's called restricted items, if you look at the last line it's called CGL insurance and if you look over to the right hand all the way over, you can see that is twenty-five percent overspent, almost \$200,000 there of spending. And this other report on page three, that's all being reflected in the City Solicitor's department, because the Risk Manager runs the comprehensive General Liability program for the city.

Alderman Long stated so is it right to say that the City Solicitors would be in the negative of point nine? Is that what you are doing with this 25.07, comparing it to...

Mr. Sanders stated it's better to look at the amounts. If you look City Solicitor's actual of \$331,000, you would back out about \$185,000 here and then I would have to look into the other differences.

Alderman Long stated okay but that is where we could get a handle on the differences?

Mr. Sander stated that is correct.

Alderman Long stated very good, thank you.

Chairman Pinard stated any further discussion from the Committee? If not a motion is in order to accept the report.

Alderman Smith moved to accept the report from the Finance Department and Alderman Long duly seconded the motion. There being none opposed, the motion carried.

Chairman Pinard addressed item 5 of the agenda:

5. Communication from Sharon Wickens, Financial Analyst II, submitting Finance Department reports as follows:
 - a) department legend;
 - b) open invoice report over 90 days by fund;
 - c) open invoice report all invoices for interdepartmental billings only;
 - d) open invoice report all invoices due from the School Department only;
 - e) listing of invoices submitted to City Solicitor for legal determination; and

f) accounts receivable summary.

A motion for discussion was presented by Alderman Smith and duly seconded by Alderman Long. The motion carried.

Ms. Sharon Wickens stated Alderman Smith was in to see me earlier in the week and was asking about a couple of things. One of the things was on the JFK electric variances. Those are gone. We did write those off because it was a difference between what the Parks Department was charging the School Department and what Schools was actually paying for. It was a sixty/forty split. Nobody knows where that sixty/forty split really came from. I think it was their best guess. But the School Department actually hired PSNH to come out and get them an actual number to say, what is school actually using? And the split was actually fifty-two/forty-eight. So there were these little variances that kind of hung out there so we decided let's just wash it away. The school has done what they need to show that the split is really fifty-two/forty-eight. Other than that I don't know if you have any questions.

Chairman Pinard asks any questions from the Committee?

Alderman Long stated thank you, Mr. Chairman. I know at the last meeting we spoke on whether they are implementing any new regulations with respect to police detail, to be more assured of timely payments.

Ms. Wickens stated right I wasn't at the last meeting. Was there somebody from Police here that you actually spoke with or no?

Alderman Long stated I believe Lieutenant Hawkins was.

Ms. Wickens stated I'm not aware of any new procedures that they are putting in. If someone consistently doesn't pay for their details, they will have to do a cash up-front basis, but every once in a while we do kind of get caught, where a business doesn't pay. The officers, though, put I don't know if it's a dollar or fifty cents an hour aside into a fund that will pay for any businesses that don't pay their bills. And that fund was about \$130,000 last I had reconciled it. It might have been a month or two ago though. It wouldn't have gone up much and I know haven't written off anything so that balance wouldn't fluctuate all that much.

Alderman Long stated okay thank you.

Alderman Smith stated thank you, Mr. Chairman. On Department of Finance Accounts Receivable, submission to the Solicitor's Office, I notice down here

towards the end, responsible party could not be located. It's the gentlemen right down there; it's all Traffic; it's the second to the last.

Ms. Wickens stated right. The collection agency...He was sent for collections and they didn't have any luck. All of their correspondence was coming back, so they couldn't actually locate him. I don't know if this person has moved, or if he still own that business. I'm not sure, so that is why it was sent to the City Solicitor's office.

Alderman Smith stated follow up. Tom, on this article right here, do you know anything about it? There is about three, six, seven, eight; it was for permits on a lot.

Mr. Buckley stated yes that one was sent to my office relatively recently. I have sent out a collection letter on that. I was about to check with Sharon to see if we had any results. I guess not so I will be following up on that.

Alderman Smith stated thank you very much.

Alderman Lopez stated thank you very much, Mr. Chairman. Where in here is the special account for the Police Department on details? I know money goes into a special account.

Ms. Wickens stated well, it goes into an account but it's not a non-lapsing account. In other words it's a revenue account. We see those revenues each year but they don't roll forward. I actually manually track how much money has gone into that account every year, and how much we have written off, but the money doesn't stay there.

Alderman Lopez stated let me just remind you and you might want to go back and double check. The Board of Mayor and Aldermen changed the policy on detail officers and also retired officers on a part-time basis working for the Police Department. There is also a new schedule for the police officers, reserve officers that get paid less than the individuals that were primary. Build that fund up so that the Police Department can utilize it. At the same time \$20,000 was put into that account from a donation from Dobles Chevrolet. I would like to have a complete report given to the Committee and send me a copy of that report would you please, because I think at the present time we have, at least I'm told we have six reserve officers. And they work certain hours in the general fund and all the money comes out of the revolving fund, if you want to call it that. I don't know what the title is. But there has been some changes made by the Board of Mayor and Aldermen on reserve officers so we can build that fund up, so we need to have somebody take a

look at that and start reporting that to the Committee as what the Police Department is taking money out of that fund to utilize for.

Ms. Wickens stated I am aware of what you are saying. I did not know the absolute specifics. I would have to talk to Steve Huff who was actually telling me about it. I didn't see where there was any change to that specific account, so in other words, any monies that are into it, there are no monies have come out of it to pay for these reserve officers. I haven't seen that yet. I will touch base with Steve, but remember, the account that's being used is a revenue account, so the balances don't carry over every year. So if when I...the little manual calculation that I've done that shows there's \$130,000...

Alderman Lopez interrupted I disagree with you. That account stays in place. It's not rolled over into the General Fund. And that is something you have to look at because it's the reserve officers' account and I can't think of the name of the title of the account.

Ms. Wickens stated okay he does have a balance sheet account for that piece of it. You're right, but the extra details was going to fund some of this and that one that I am talking about with these little pieces of monies that go in from the officers pay. That doesn't roll every year. But what you're talking about yes, he did set up a balance sheet account that is not used either. I'll look at it and talk to Steve about it, but I know that he set the wheels in motion but I don't think anything has really happened with it yet.

Alderman Lopez stated I think maybe what you ought to do is check with the City Clerk too and get a copy of what we approved. That used to be, I think it used to be thirty-five or thirty-seven dollars for a Police Officer. But if we use a reserve officer, it's thirty dollars and ten dollars goes into that account. So, we need accountability of that entire account.

Ms. Wickens stated right, okay. I will get something from City Clerk.

Alderman Lopez stated because the Chief of Police can use a reserve officer for eight hours a month in the General Fund but if he took a reserve officer, and needed a reserve officer to give summons, he could use money from that account. I know there is \$20,000 in that account.

Ms. Wickens stated and there is, yes.

Alderman Lopez stated and we need to keep the Committee updated so we as the full Board will know about that account.

Ms. Wickens stated and the last I looked, which was relatively recent, that \$20,000 was still there. It was stable; it hadn't changed any.

Alderman Lopez stated if you can get a complete report on that I would appreciate it.

Ms. Wickens stated sure.

Chairman Pinard stated any further discussion from the Committee? If not a motion is in order to accept the report.

Alderman Smith moved to accept the report from the Finance Department and Alderman Long duly seconded the motion. There being none opposed, the motion carried.

Chairman Pinard addressed item 6 of the agenda:

6. Communication from Sharon Wickens, Financial Analyst II, submitting the 3rd and 4th quarter FY2007 write off list for the accounts receivable module.

On motion of Alderman Smith, duly seconded by Alderman Long, it was voted to accept the report.

NEW BUSINESS

Communication from Alderman Lopez to Committee on Accounts, Enrollment and Revenue Administration recommending the Finance Officer and City Solicitor begin immediate review of biennial budgeting with the Committee on Accounts with a report to the full Board by December 1, 2007.

Chairman Pinard recognized Alderman Lopez.

Alderman Lopez stated I've had some discussions with the City Solicitor and the Finance Officer and I just want to get the conversation going on biennial budgeting. It has been authorized by the State on New Hampshire. And sort of look at our charter. I know it seems early by some people but the budget and department heads will have to start working on. If we are going to biennial budgeting, which is around the corner, I believe that the Board of Mayor and Aldermen will have to approve the biennial budgeting, as to what procedures are in place. Otherwise, the procedures for budgeting will be carried out under the

City Charter, as it is now, under Article VI of the City Charter. Before the Aldermen approve biennial budgeting, which I believe they will have to do that, being the governed authority, they all must know what we are getting ourselves into. It might be a great idea and it might not. We surely need to have some conversation before it's too late. The conversation needs to include the Finance Officer and the City Solicitor. I would recommend that the Finance Officer and City Solicitor begin immediate review in working with the Committee on Accounts to review biennial budgeting so that we all know from the start what it means, and what all the consequences will be when and if the Board decides to do biennial budgeting. And report to the full Board of Mayor and Aldermen by December 1st. I gave it a long period of time, keeping that in mind that if we had to make a charter change...now we wouldn't be able to do that this year. And address something like this without having full reports from the department heads and the Finance Officer and the City Solicitor. What we want to do, as you can see from the questions, if go to biennial budget:

- Do we want to follow Article VI of the City Charter?
- What changes can the Board make? (which the City Solicitor will have to tell us)
- Do we need a charter change to address any issue in biennial budgeting?
- What problems can we run into the second year of a biennial budgeting as law is now without any considered changes?

But there may be other questions that the Aldermen have, and other people, but I would like to get the conversation started with the Finance Officer and the City Solicitor to start working on it.

Chairman Pinard stated can I ask Mr. Arnold for his reaction towards this and then I'd like to ask Mr. Sanders what preparation he's making on these changes?

Deputy City Solicitor Tom Arnold stated the Committee just received this this afternoon. We'd certainly be happy to sit down with the Finance Officer and take a look at what the practical effects of the biennial budget might be, in light of the Charter and proposed changes. Certainly be happy to do that.

Mr. Sanders stated I would agree with what Mr. Arnold said. I just received the letter today and I think it's appropriate that we should review it and meet with other department heads as well to make sure they understand it, and they can help us to identify any issues that might exist.

Chairman Pinard stated so you can get the ball rolling so maybe at our next meeting maybe you can start telling us what's going to happen?

Mr. Sanders stated that should be possible, yes.

Chairman Pinard stated thank you. Any further questions on this?

Alderman Long stated thank you Mr. Chairman. I think this is a good idea that Alderman Lopez brings up just to give us some heads up so when the date does come there are no secrets and we are not getting explanations put in front of us before a vote. And also I wonder if I could...I know there's been talk of zero-base balanced budget, triple B. Is there such a thing?

Mr. Sanders responded I'm familiar with zero-based budgeting, yes and...

Alderman Long stated is that the acronym, ZBB?

Mr. Sanders responded yes that could be ZBB, yes.

Alderman Long stated if we could also...from what I have researched, you know I'm getting conflicted...Some cities say it takes longer to do that. Some say that money is hidden easier with that than it is with what we're doing now. I'm not an auditor or a financial person. If we could get a rough explanation as to what to look for and what are the advantages, what are the disadvantages. So just that when this all comes into play there's...everybody's clear on what needs to be done. Thank you

Chairman Pinard stated Mr. Sanders do you think by the next meeting you could have a report to us and see where we are going?

Mr. Sanders stated yes sir

Alderman Lopez stated I think I'd ask you to give him a little more time because there are a lot of issues that are going to be involved in this. That is why I gave it a long time, till December, because of the summer months and all that to get the people's input on this. So maybe he can give an update at the next meeting but I don't think he will have a complete answer.

Chairman Pinard stated that's exactly what I'm looking for is an update so we will be ready in December or before or whatever.

Mr. Sanders stated yes, we will provide a status report at the next meeting.

Chairman Pinard stated thank you.

Alderman Lopez stated may I ask the Committee to refer my letter to the Finance Officer and City Solicitor for action?

Alderman Long moved to refer the communication to the Finance Officer and the City Solicitor. Alderman Smith duly seconded the motion. There being none opposed, the motion carried.

Alderman Long asked Mr. Chairman, will this be going to the full Board, this letter?

Deputy City Clerk Carol Johnson stated it was copied to the Board of Mayor and Aldermen, so if it appears it will be a Receive and File in July. And we'll put it as a report of the Committee anyway.

There being no further business to come before the Committee, on motion of Alderman Long, duly seconded by Alderman Smith, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee